To: City of the Village of Douglas Planning Commission

Date: November 6, 2026

From: Sean Homyen, Planning & Zoning Administrator

RE: Proposed Zoning Ordinance Text Amendment – Article 6, Section 6.01, R-3 Neighborhood Conservation District

The Village of Friendliness – Since 1870

BACKGROUND. At its October 8, 2026 meeting, the Planning Commission considered a request to rezone approximately 20 acres located at 64 Wiley Road from R-1 Planned Unit Development (PUD) to R-3 Neighborhood Conservation District. During the review, questions were raised regarding the existing intent language in Article 6, Section 6.01, which states that no additional lands are intended to be zoned R-3 after the effective date of the Ordinance.

The Planning Commission recommended approval of the rezoning request and requested clarification regarding the existing ordinance language before City Council consideration.

Following the meeting, staff consulted with the City Attorney regarding Section 6.01. The City Attorney recommended amending the section before proceeding with the proposed rezoning request.

PROPOSED AMENDMENT. The proposed amendment would repeal and replace Section 6.01, Intent, with updated language establishing the intent and purpose of the R-3 Neighborhood Conservation District.

The proposed language was taken from the City's ongoing Zoning Ordinance update and is intended to provide consistency with the Master Plan and the City's long-term planning goals.

The amendment would remove the existing restriction on expanding the R-3 district and establish language that supports the preservation of established neighborhood character, walkability, compatible housing forms, and future development consistent with the City's Master Plan.

The proposed amendment does not change the permitted uses, dimensional requirements, or other development standards of the R-3 district.

PROCEDURES. Section 28.02 of the Zoning Ordinance establishes the procedures for reviewing proposed zoning ordinance amendments. The Planning Commission is responsible for holding a public hearing and forwarding a recommendation to the City Council, which is the final reviewing authority.

Section 28.04 establishes the public hearing and notification requirements for proposed amendments to the Zoning Ordinance.

ANALYSIS OF AMENDMENT CRITERIA. Section 28.06 of the Zoning Ordinance identifies criteria for considering proposed amendments. The proposed text amendment would allow

future rezoning requests to be evaluated based on their consistency with the City's Master Plan and applicable zoning requirements.

The amendment does not establish any new permitted uses or development standards within the R-3 district.

STAFF REVIEW. Staff finds that the proposed amendment would provide a clearer basis for considering future requests to rezone property to R-3 while maintaining the intent of preserving established neighborhood character.

The proposed amendment addresses the existing limitation on expanding the R-3 district and supports the implementation of the Urban Residential future land use designation identified in the City's adopted Master Plan.

SUGGESTED MOTION

I move to forward/not forward a favorable recommendation to the City Council for the adoption of the proposed zoning ordinance text amendment to Article 6, Section 6.01, R-3 Neighborhood Conservation District, per the specific language stated in the Ordinance to Amend the Zoning Ordinance, and based on the findings stated in the Planning and Zoning Administrator's report dated November 6, 2026.

Please feel free to reach out with any questions.